

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

September 8- [City Council Meeting Agendas](#) (NEW Location)

Looking Ahead

Most boards are holding meetings virtually. Check the meeting calendar for updates. [Click here for how to submit or make public comments during virtual meetings.](#)

Wednesday, September 9:
Board of Zoning Appeals meeting

Thursday, September 10:
Community Policy & Management Team

Stay Informed!

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Rouss City Hall and other City buildings will reopen to the public on September 8 (offices closed on Labor Day, September 7).

City Manager's Highlights

Public restrooms on the Loudoun Street Mall are now open. Hours of operation are 8 am-8 pm.

Winchester Public Schools begin September 8.

City Council meetings will be held at the Jim Barnett Park Rec Center (Social Hall) and are open to the public. Space is limited due to social distancing requirements. Written public comments will be accepted. Watch live online on Facebook and YouTube or on-demand on the agenda portal. The videos will also be replayed on Comcast cable ch. 6 the following Thursday at 6 pm.



Public Safety

Winchester Police

- Attended meetings with Commonwealth Attorney, body worn camera vendor. Attended TDO forum.
- Taught Firearms at the Basic Academy.
- Attended virtual DUI grant meeting.
- Planned for National Night Out and Family Day events.
- Scripted and produced new recruitment video with Communications.
- Distributed WPD branded water bottles to local elementary schools for students.
- Crime stats:
 - Crimes against persons (felony) - 0
 - Crimes against persons (misdemeanor) - 6
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 0
 - Property crimes/other - 11

Winchester Fire and Rescue

- Prepared for the activation of the staffing plan and subsequent policies to add additional personnel on each shift to ensure at least two personnel are on each fire unit (beginning 9/5/20). This will eliminate the "driver only" condition. Staffed units, with 2 personnel will be 3 Engines, 1 Ladder truck, and 3 Medic Units. There will also a Battalion Chief on duty.
- Met with members of Shawnee Volunteer Fire Department to discuss volunteer recruitment and retention.
- Researched impact on fire and rescue for a proposed addition to the Westminster-Canterbury complex.
- Conducted interviews for firefighter/EMT applicants who complete ability and written testing from last week.
- Met with construction companies on feasibility of placing modular classrooms at training center.
- Sent 18 month training request to Virginia Department of Fire Programs.
- Completed blasting truck inspection and blaster permit meeting.
- Met to discuss Fire Prevention Week video ideas.
- Participated in a conference call about the Ring public safety app.
- Prepared and administered the Deputy Fire Marshal Promotional process.

Police Activity	#
Calls for Service	556
Directed Patrols	17
Directed Patrols (OTW)	0
Extra Patrols	29
Extra Patrols (OTW)	0
Alarms/False Alarms	22/22
Crash Reports	10
Traffic Citations	39
Traffic Warnings	25
DUI/DWI	4
FOIAs Answered	6
Special Events Permits Received/ Approved	0/0 51 YTD

Fire Activity	#
Fire	1
Overpressure	0
EMS/Rescue	98
Hazardous Cond.	0
Service Call	2
Mutual Aid Given	3
Good Intent	4
False Alarms	1
Special Incident	0
Plan Review	0
Reinspections	3
Inspections	3

Emergency Management

- Reprogrammed Sheriff Department radios for system identification consistency.
- Distributed Emergency Response guidebooks to fire and police departments.
- Received personal protective equipment and sanitizing supplies for the Health Equity pilot program.
- Reviewed Short-Term to Long-Term Electrical Power Outage Plan.
- Coordinated services with Frederick County Emergency Management.
- Responded to citizen concern on electrical outages.
- Worked with Motorola on radio system hardware issues.

Development Services

Zoning and Inspections

- Completed:
 - 38 building permit inspections and 35 building permits (\$854,102 valuation).
 - 66 code enforcement inspections and initiated 23 new cases
 - 3 new business reviews (3 Zoning User Permits general business, 0 Zoning User Permits home business)
 - 0 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=89).
- Significant projects this week:
 - 1840 Amherst Street - Surgi-center mechanical work (\$382,270)
 - 2175 Harvest Drive - new townhouse (\$185,000)
 - 2177 Harvest Drive - new townhouse (\$185,000)

Date	Address	Description	Value
08/27/2020	107 MILLWOOD AVE	NEW FIXTURES	\$2,000
08/27/2020	25 W PICCADILLY ST	REMODEL 20-024	\$10,000
08/27/2020	107 MILLWOOD AVE	INTERIOR REMODEL, ADD BATHROOM	\$10,000
08/27/2020	209 N KENT ST	REMODEL 20-352	\$5,000
08/27/2020	1552 MOFFETT DR	FINISH BASEMENT	\$3,500
08/27/2020	202 WYCK ST	ADDITION TO ADDRESSABLE SYSTEM	\$2,000
08/27/2020	206 WYCK ST	ADDITION TO ADDRESSABLE SYSTEM	\$2,400
08/27/2020	320 SHERIDAN AVE	REPLACE SEWER SERVICE	\$8,932
08/27/2020	323 FAIRMONT AVE	REDO DUCTWORK	\$5,000
08/28/2020	1840 AMHERST ST	SURGI-CENTER RTU REPLACEMENT	\$382,270
08/28/2020	310 WEST LN	INSTALL SOLAR ARRAY	\$1,000
08/29/2020	216 W PALL MALL ST	DEMOLISH BACKYARD SHED	\$2,500
08/31/2020	1460 UNIVERSITY DR	TENTS FOR CLASSROOM USE	\$18,000
09/01/2020	518 N LOUDOUN ST	EXPANSION TANKS	\$400
09/01/2020	632 FAIRVIEW AVE	EXPANSION TANK	\$200
09/01/2020	103 E GERMAIN ST	EXPANSION TANK	\$200

Date	Address	Description	Value
09/01/2020	2548 WILSON BLVD #101	REPLACE A/C & FURNACE	\$3,000
09/01/2020	2175 HARVEST DR	NEW TOWNHOME	\$185,000
09/01/2020	446 N LOUDOUN ST	EXPANSION TANK	\$200
09/01/2020	109 W CORK ST	EXPANSION TANK	\$200
09/01/2020	19 JACKSON AVE	EXPANSION TANK	\$200
09/01/2020	2177 HARVEST DR	NEW TOWNHOME	\$185,000
09/01/2020	332 WOOD AVE	NEW RANGE	\$1,600
09/01/2020	550 N LOUDOUN ST	EXPANSION TANK	\$200
09/01/2020	2544 WILSON BLVD #102	REPLACE A/C & FURNACE	\$3,000
09/01/2020	332 WOOD AVE	TANK SET & NEW RANGE	\$1,600
09/01/2020	2106 HARVEST DR	EXPANSION TANK	\$200
09/01/2020	22 JACKSON AVE	EXPANSION TANK	\$200
09/02/2020	2033 S PLEASANT VALLEY RD	REPLACE RTU	\$100
09/02/2020	415 RUSSELCROFT RD	REPLACE GAS FURNACE	\$200
09/02/2020	598 N KENT ST	TEMPORARY STAGE	\$10,000
09/02/2020	48 S PURCELL AVE	TENT FOR 9/1-4/20	\$10,000
Total			\$854,102

Winchester/Frederick County Tourism

- Working with creative firm to film and photograph the area for the new campaign.
- Took part in a monthly Shenandoah Valley Tourism Partnership (SVTP) advocacy committee call, primarily talking about recent state lodging bills and CARES Act funding opportunities.
- Participated in the monthly Tourism Board Marketing Committee call to discuss various grant opportunities, progress on the ad campaign, and budget planning for the remainder of this fiscal year.
- Participated in the monthly SVTP meeting. Discussions surrounded new website design and some budget items for this fiscal year.
- Continued planning for the upcoming Virginia Tourism international media virtual FAM trip, which will feature local sites.

Economic and Workforce Development

- Launched Round 2 of the City's CARES Act business grants and distributed applications to interested Winchester businesses.
- Participated in regional Housing Coalition steering committee meeting.
- Attended Win-Fred Metropolitan Planning Organization Technical Advisory Committee meeting to discuss VDOT road improvement projects.
- Attended the monthly Planning Commission meeting.
- Discussed business survey and recovery outreach options and platforms.

Arts and Vitality & Old Town

- Continued working on the “Love Our Locals” comment card for feedback from community stakeholders.
- Held monthly Old Town Advancement Commission meeting.
- Conducted business visit walk around in the Old Town area.
- Finalized “Who to Call” flowchart for downtown business/property owners.

Planning

- Staffed the Planning Commission’s September 1 work session and reviewed the following cases scheduled for public hearings at the regular meeting on September 15:
 - Request of Sarah Zane Firehall LLC for a Conditional Use Permit (CUP) to convert ground floor of a single-family detached dwelling to multi-family use at 305 N Loudoun Street
 - Request of RCI Properties LLC for a Conditional Use Permit to construct a non-compliant fence in the front yard of 206 Wyck Street
 - Request of Karen Darby for a Conditional Use Permit under Section 17-2-5(B) of the Zoning Ordinance pertaining to renovations in excess of 35% of the building value for a nonconforming structure during a one year period at 417 Fairmont Avenue
- Reviewed the three public hearing items that were carried over from the August regular meeting:
 - Planned Unit Development (PUD) rezoning for a 198-unit multifamily development on a 6.23-acre site along the west side of Spring Street primarily intended for Shenandoah University students as a project known as “The Local”
 - PUD rezoning for a 36-unit multifamily development on a 2-acre site along the north side of W. Jubal Early Drive addressed as 1811 Roberts Street
 - CUP for the Cameron Square development along N. Cameron Street to allow more than 85 units on a single lot and/or within a single building which was tabled at applicant’s request
- Chaired the September 1 MPO Technical Advisory Committee meeting conducted virtually. A number of Smart Scale projects were recommended for endorsement by the Policy Board.
- Updated the staff reports for the September 8 Council meeting:
 - PUD rezoning for a 39-unit multifamily development on a 9.65-acre site along the east side of Fox Drive for Westminster-Canterbury villas known as “Hack Woods”
 - Right of Way vacation and conveyance request for a portion of Center Street
 - Major Subdivision for Habitat for Humanity along Chase, West, and Elk Streets comprising 4 single-family home lots
- Staffed the September 3 BAR meeting. There were 4 cases on the agenda, including exterior alterations to the Sarah Zane Building.
- Continued to conduct online plan review and approval of development projects.

Public Services

- Received authorization from VDOT to award the construction contract for the Hope Drive Extension Project to the lowest responsive bidder, Perry Engineering Company.
- Construction is progressing on the current phase of the Green Circle Trail with the concrete foundations for the elevated boardwalk section being poured.
- Foundations are being poured for the two pedestrian bridges being installed for the trails at the Museum of the Shenandoah Valley.
- Held monthly meeting with VDOT to review the status of all projects with VDOT funding.
- Participated in the regular meeting of the Technical Advisory Committee for the Win-Fred Metropolitan Planning Organization.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	8,707
Water service lines replaced (number)	7	401
Water meters replaced (number)	234	5,969
Sanitary sewer mains replaced/lined (linear feet)	15	6,697
Sanitary sewer laterals replaced (number)	6	139
Sanitary manholes replaced (number)	2	46
Sidewalks replaced (linear feet)	0	39,697
Sidewalks repaired (linear feet)	0	193,363

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	0	90	#
	Mowing	20.09	317	Acres
	Miles of streets swept	84.40	2,155.29	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	5	161	#
	Trees trimmed	17	739	#
	Stumps removed	0	173	#
	Trees planted	0	242	

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Traffic	Street signs Installed/replaced	12	414	#
	Pavement markings repainted (City)	1,069	9,658	Linear feet
	Pavement markings repainted (contractor)	0	665,997	Linear feet
Refuse & Recycling	Refuse collected	140.02	4,722.07	Tons
	Recycling collected	46.91	1,473.116	Tons
	Large item pickups	5	97	#
Transit	Total passengers	1,722	53,163	#
	Revenue miles pick up/drop off	3,485	92,446	Miles
	Revenue hours pick up/drop off	329.05	8,865.63	Hours
Utility billing	Payments processed	1,289	48,791	#
	New bills mailed out	2,202	47,246	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	6.13	5.68	Million gallons/
	Peak daily water demand	6.35	7.81	day
Wastewater treatment plant	Average daily flow treated	7.60	7.40	Million gallons/
	Peak daily flow treated	8.98	17.21	day
Water distribution and wastewater collection	Water main breaks repaired	0	12	#
	Water meters read	787	53,470	#
	Fire hydrants flushed	62	823	#
	Sewer mains cleaned	5,355	111,970	Linear feet
	After-hours call outs	2	94	#
Engineering	Site plans reviewed	0	79	#
	Floodplain permits issued	2	32	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	83	676	#
	Land disturbance permits issued	0	10	#
	Stormwater facility inspections	0	64	#
	Erosion and sediment control inspections	32	993	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	21	651	#
	Special events assistance	2	13	#
	Maintenance of pedestrian mall	29	1,010	Staff hours
Equipment maintenance	Total repairs completed	52	1,511	#

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Winchester Parking Authority	Work requests completed	0	166	#
	Special events - assistance provided	0	3	#
	Vandalism or property damage issues	0	10	#
	New monthly rentals	3	100	#
	Monthly rental cancellations	3	148	#
	Total monthly leases in all autoparks	+0	1,094	#
	Available monthly spaces in all autoparks	-0	318	#
	Hourly parkers (all four garages)	1,867	57,936	#
	Park-Mobile transactions	647	18,186	#
	Meter violations	207	4,744	#

Social Services

- Received 76 Benefit Program applications: 26 SNAP, 37 Medicaid, 8 TANF, 0 VIEW, 3 Child Care, 0 Auxiliary Grant, 1 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to:
 - 4,290 Medicaid cases
 - 1,707 SNAP cases
 - 68 TANF cases
 - 19 Auxiliary Grant cases
 - 47 individuals receive VIEW services
 - 44 families/89 children receive Child Care Subsidy Assistance.
- Began planning for National Adoption Month in November.
- Collaborated with City IT to create a new internal email address and process that streamlines all incoming DSS requests for user password resets, IT troubleshooting, and hardware/software installation.
- Attended VDSS Benefits Regional Roundtable and monthly COVID update.
- Staff participated in the following online trainings:
 - Child Advocacy Training: Working a case with both child abuse and adult intimate partner violence
 - Asking the Right Questions: Collaborative Approaches and Strategies to Identify and Serve Child Sex Trafficking Survivors

Weekly Activity	#
Clients walk-ins/drop-offs	0/72
Child Protective Service (CPS) referrals/case management load	4/40
CPS family assessments & investigations of alleged maltreatment	27
Placed "on notice" for foster care entry by JDRC	6
Children in/entered/exited foster care	54/0/0
Adoption subsidy cases/adoption finalized	50/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	3/14/120
Family Service intakes	2
Family Services Prevention case management load	7
Adult Protective Service referrals	2
Adult Protective Service investigations/intakes	13/5
Adult services case management load	3
Adult guardianships/cases	1/82
Uniform Assessment Instrument screenings	6
Interstate Compact on the Placement of Children (ICPC) case management	1
Family Partnership Meetings	8

Parks & Recreation

- Canceled flag football program due to insufficient number of registrations to conduct the season.
- Continued mowing of neighborhood parks.
- Prepared to open the indoor pool and War Memorial Building (normal operating hours) on September 8.
- Revised a work plan (based on the shortage of Maintenance Staff) to modify assignments and revise work duties.
- Conducted the Long Course Meet with Winchester Swim Team. The meet was significantly reduced in order to assure safety criteria relating to social distancing could be uniformly provided.
- Met with members of the Winchester Garden Club to review the installation of a plaque at the entrance to the Abrams Creek Wetlands Trail.

Communications

- Distributed the September 2 CitE-News issue. [View](#)
- Sent park child care updates to [ActivitE-News](#) subscribers and promoted on social media, ch. 6 and website.
- Handled 2 media requests for City information and staff interviews; 1 inquiry for WPD.
- Finished the 9/11 virtual commemoration video for the Park.
- Submitted the FY21 Budget in Brief booklet draft to Finance.
- Began production on the new WPD recruitment video.
- Completed draft of the City office location tour video.
- Filmed footage for internal safety video for Social Services.
- Participated in testing audio equipment for City Council remote in-person meeting at the Jim Barnett Park Rec Center.
- Attended webinar on designing online trainings.
- Promoted City's Labor Day schedule and reopening information as well as school bus safety.
- Launched a new [Reopening Information web page](#) which encourages residents and businesses to Skip The Trip and continue using online services and drop boxes and contacting staff via email or phone to continue slowing the spread of COVID-19. The page also provides information on new procedures.
- Continued updating website and TV channel.

311 Requests Received	#
FOIA	3
New Recycling Bin	2
Missed Trash/Recycling Collection	-
Trash on Property	2
City Tree Issue	1
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	1
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	-
Tall Grass	1
Water/Sewer Service	-
Total/YTD	10/395

Date	City of Winchester News Releases
8/31	CARES Act emergency grants (Round 2) - read
8/31	City Council to resume in-person meetings - read
9/1	2020 Labor Day schedule & reopening - read
Date	Articles in <i>The Winchester Star</i>
8/29	Open Forum: Smith a skilled leader, listener
8/31	Letter to editor: Veach wants housing options for all
	Letter to the editor: Do your homework before you vote
9/1	More CARES Act grants available to local businesses
9/2	Letter to the editor: Smith is the better choice for mayor
	Your Views: You can count on Veach to do the right thing

Date	Articles in <i>The Winchester Star</i>
	Developer pitches apartments at former Sarah Zane Fire Hall
	Wexton hopeful deal can be reached on another stimulus package
9/3	Commentary Open Forum: Hall will make things happen

Support Services

Innovation & Information Services

- Upgraded IBM Server operating system.
- Upgraded Web App Builder for Developers on both public and internal servers.
- GIS (interactive mapping):
 - Continued working on 2020 Election Results application.
 - Continued working on gathering data for Parks and Recreation Access Terminal.
 - Participated in Drone Training/Fly Day at Jim Barnett Park.
- Started coding of process to ease credit/refund processing for Personal Property taxes.
- Prepared technology requirements for Council meetings in the Active Living Center at Jim Barnett Park.
- Resolved RMS connectivity issues on terminal server by Police Department staff.
- Met with staff at TPSC for ESInet project.
- Completed firewall policy edits and cleanup.

Help Desk Tickets	Received	Closed
Accounts	6	6
Applications	-	1
Email	1	2
GIS	4	4
Hardware	12	8
Infrastructure	1	3
Information Only	1	1
Naviline	1	-
Not Assigned	8	1
Reports	7	7
Software	9	10
Count	50	43